

# ONLINE REGISTRATION INSTRUCTIONS

## STEP 1

- Go to [www.sce.edu](http://www.sce.edu) and click on the myGateway logo



School of Continuing Education  
North Orange County Community College District  
Change. Cultivated.

Home Student Services Staff Resources Programs

SCE Schedule  
New Students  
Register for Classes  
SCE Mail  
Campus Locations  
Kids College Registration

mygateway  
Includes WebStar

**H1N1/Swine Influenza A Information**

**SCE's LA/OC Environmental Training Initiative Awarded \$1 Million "Green Building" Grant**

Governor Arnold Schwarzenegger awarded \$27 million in grants to 34 recipients to jump-start the California Clean Energy Workforce Training Program (CEWTP), the largest state-sponsored green jobs training program in the nation. Under the this first phase of the program workers will be prepared for hands-on jobs, such as installing solar panels and maintaining electric vehicles to computer programming and researching fuel cell technologies, to developing the state's low-carbon, clean energy economy of tomorrow.

"California's goals in renewable energy development, climate change reduction, clean

SCE Mail

Search Classes

Search

**Featured Fall Classes**

**Self-Defense ( Beginning, Intermediate & Advanced)**  
Wilshire | TTh 6:30 pm - 8:30 pm

**Physical Fitness for Older Adults in Senior Centers**  
30S | M 1:00 pm - 2:30 pm

**Watercolor/Watermedia**  
Anaheim | Th 1:00 pm -

## STEP 2

- Enter your Student Identification Number as printed on your Student ID Card, your Schedule/Bill receipt, OR you may enter your social security number with no hyphens or spaces.
  - We must have your Social Security Number in our database for your SSN to work as your User ID (if you have provided it to us). If you did not provide us with this information, then you can only use your student ID# as the User ID. If you do not know your student ID#, you will need to come to any campus location and present photo ID to obtain your student ID#. For your privacy and security, we cannot give out this information over the telephone.
- Enter your 6-digit PIN (Personal Identification Number). Your default PIN is your six-digit date of birth (mmddy) unless you have changed it. Example: Feb. 4, 1976 = 020476
  - If you forgot your PIN or have trouble logging on and need to reset you PIN, you can reset you PIN yourself by following the instructions on myGateway. Click on the blue "PIN RESET" link in the left column, underneath the login box. *NOTE: Your current e-mail address must be on file to use the reset option*
- Click on Login

mygateway to nocccd  
Minds. Motivated.  
Change. Cultivated.  
Excellence. Elevated.  
Greatness. Achieved.

Secure Access Login

User ID or SSN:

PIN:

Login Cancel

Login Problems?

If you have forgotten your PIN or your account is locked, please use the **PIN Reset** page to regain access to your account.

(Note: Your student records must include a valid email address for this to work.)

AOL USERS: Minimize your AOL browser and open Internet Explorer or a supported browser.

Welcome to myGateway

This secure site provides students, faculty and administrative staff with access to information from diverse sources in a unified way. This portal provides many services such as the ability to check your e-mail, manage your courses, and maintain your registration information.

What's Inside?

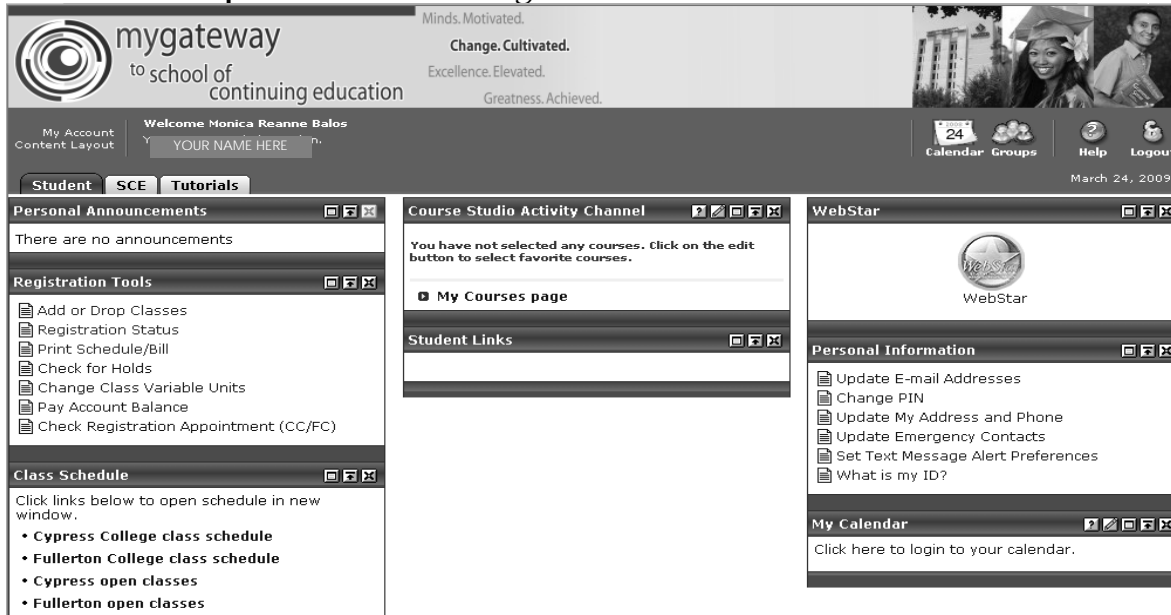
**WebStar:** Register for classes, request transcripts, pay fees, update your personal information and more.

**My Courses:** Students can get important announcements from their instructors, click to a web page for each of your courses, and interact with your instructor and other class members using course message boards and on-line chat.

**My Groups:** My Groups gives students, faculty, or employees the ability to create and manage group homepages for clubs and other affiliations and interests.

### STEP 3

- Click on **Add or Drop Classes** in the *Registration Tools* box



### STEP 4

- Select the **SCE Continuing Education** term you would like to register in and click **Submit**

#### Select Term

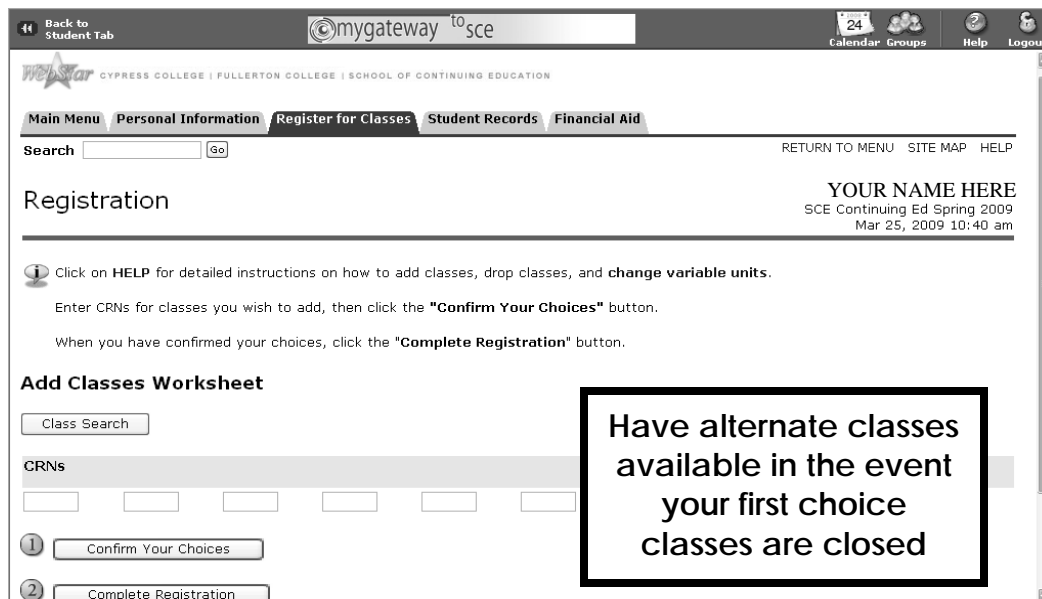
Click on the term to select.

Select a Term:

If this is the first time you have registered online, you will need to accept the term of usage. In order to support the funding of our programs, you may be asked to answer five questions before beginning the registration process. These questions regarding income and family educational background are for data collection purposes and do not affect your record. You must answer these questions to continue. *SCE does not have financial aid.*

### STEP 5

- Enter the 5-digit **CRN** (Course Registration Number) from the class schedule for each class you wish to take and then click **Confirm Your Choices**.



- After confirming your choices, the *STATUS* column will tell you if you are registered, if the class is closed, or if the class has been cancelled.
  - If the *STATUS* column says *Registered*, then you are registered in the class and you must click on **Complete Registration** to proceed to the payment screen.
  - If there is a *Registration Error* and the *STATUS* column says *Class Closed*, this means that class is full/closed.
    - i. Some classes have the option of putting yourself on the *WAIT LIST*. To be added to the wait list, you must select the *Wait List* option from the drop-down menu under the *ACTION* column and then click on *Confirm Your Choices* again.
    - ii. You may try registering for your second choice classes by entering the CRN number and click on *Confirm Your Choices* again.

Back to Student Tab | mygateway to sce | Calendar | Groups | Help | Logout

WebStar CYPRESS COLLEGE | FULLERTON COLLEGE | SCHOOL OF CONTINUING EDUCATION

Main Menu | Personal Information | **Register for Classes** | Student Records | Financial Aid

Search  Go RETURN TO MENU SITE MAP HELP

**Registration** YOUR NAME HERE  
SCE Continuing Ed Spring 2009  
Mar 25, 2009 10:42 am

Click on **HELP** for detailed instructions on how to add classes, drop classes, and **change variable units**.  
Enter CRNs for classes you wish to add, then click the "**Confirm Your Choices**" button.  
When you have confirmed your choices, click the "**Complete Registration**" button.

**Current Schedule**

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Registered--Web on Mar 25, 2009	None	70024	KIDS	315	0	School of Continuing Education	0.000	Credit/No Credit	Musical Theatre (Ages 7+)

Total Credit Hours: 0.000  
Billing Hours: 0.000  
Maximum Hours: 999999.999  
Date: Mar 25, 2009 10:42 am

**Add Classes Worksheet**

Class Search

CRNs

1 Confirm Your Choices

2 Complete Registration

[ View Holds ]  
[ Privacy Policy ]

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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## STEP 6

- Once you have verified your classes, click on **Complete Registration**

## STEP 7

- Following the registration is the *Account Summary by Term*. The amount shown next to your **Account Balance** is due and payable within 72 hours of registering. **If payment is not submitted within 72 hours, you may be dropped from your classes.**
- If the account balance reflected is **ZERO**, you may:
  - return to the *Student Tab* of myGateway (click on the link located on the top left corner of the screen) and click on **PRINT SCHEDULE/BILL** under the *Registration Tools* box. Select the term you would like a print out/receipt for and click on *Submit A Term*. Click on *View Schedule/Bill*, another window will appear with your schedule. Right-click in the body of the document and select *Print* to print out your schedule/receipt.
  - log out if you do not want to print out a receipt

**PLEASE TAKE NOTE THAT WE DO NOT MAIL ANY TYPE OF REGISTRATION RECEIPT OR CONFIRMATION LETTER TO YOUR HOME OR MAILING ADDRESS.**

The screenshot shows the myGateway to SCE website interface. At the top, there is a navigation bar with "Back to Student Tab", the myGateway to SCE logo, and utility links for "Calendar", "Groups", "Help", and "Logout". Below this is a header for "WeStar" with logos for Cypress College, Fullerton College, and School of Continuing Education. A main menu includes "Main Menu", "Personal Information", "Register for Classes", "Student Records", and "Financial Aid". A search bar is present with a "Go" button. The page title is "Account Summary by Term" and the user is identified as "YOUR NAME HERE" with a timestamp of "Mar 25, 2009 10:43 am".

Scroll down to view **Account Balance** / payments. **Pay your Account Balance IMMEDIATELY** or you may be dropped for non-payment (*Account Balance for SCE classes may be paid within 72 hours*). If you decide not to attend any classes you have registered for, it is your responsibility to officially drop within published deadlines.

**To PAY FEES AND FINISH registration, you must click one of the following options:**

- Credit Card Payments
- Check or Money Order Payments
- Financial Aid/Veterans

If the account balance reflected below is zero, you log out or return to the Student Tab of myGateway.

**Summary**

<b>Account Balance:</b>	\$50.00
<b>SCE Continuing Ed Spring 2009</b>	
<b>Detail Code Description</b>	<b>Charge Payment Balance</b>
3KCC CC Kids College - SCE	\$50.00 \$50.00
<b>Term Charges:</b>	\$50.00
<b>Term Credits and Payments:</b>	\$0.00
<b>Term Balance:</b>	\$50.00
<b>Account Balance:</b>	\$50.00

[\[ Credit Card Payment \]](#)  
[\[ Privacy Policy \]](#)

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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**WE  
ACCEPT**



- To pay by credit card, select **Credit Card Payments**, select the term, and follow the prompts.

Back to Student Tab mygateway to sce 24 Calendar Groups Help Logout

WE Star CYPRESS COLLEGE | FULLERTON COLLEGE | SCHOOL OF CONTINUING EDUCATION

Main Menu Personal Information Register for Classes Student Records Financial Aid

Search [ ] Go RETURN TO MENU SITE MAP HELP

Select Term YOUR NAME HERE  
Mar 25, 2009 10:47 am

Click on the term to select.

Select a Term: SCE Continuing Ed Spring 2009  
SCE Continuing Ed Winter 2009  
Cypress College/Fullerton College Spring 2009

Submit

[ Privacy Policy ]

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Back to Student Tab mygateway to sce 24 Calendar Groups Help Logout

WE Star CYPRESS COLLEGE | FULLERTON COLLEGE | SCHOOL OF CONTINUING EDUCATION

Main Menu Personal Information Register for Classes Student Records Financial Aid

Search [ ] Go RETURN TO MENU SITE MAP HELP

Credit Card Payment YOUR NAME HERE  
Mar 25, 2009 10:48 am

Please enter the requested credit card information. Select Submit Payment to request authorization when it is complete.

Credit Card Information

Credit Card: Master Card

Card Number: [ ]

Expiration Date: 01 / 2009

Payment Amount: 50.00 Amount Due: \$50.00

Submit Payment

[ Privacy Policy ]

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- If you are paying by Check or Money Order, **please make checks payable to CONTINUING EDUCATION** and send the payments to the address below

### School of Continuing Education Payment Instructions

Payment for registration must be made within 72 hours or you will be dropped. Please mail your payment to:  
School of Continuing Education  
Registration Office  
P.O. Box 61020  
Anaheim, CA 92803-6120

### STEP 8

- You may now log out by clicking on the lock symbol at the top right corner of your screen. You have not completed the registration process.

# GENERAL INFORMATION

## SCE SCHEDULE SYMBOL KEY

AN = ANAHEIM

CC = CYPRESS

CRN = Course Registration Number

FC = Fullerton College

NC = No class will be held on that date

SCECYP = SCE @ Cypress College Campus – 100

SCE200 = SCE @ Cypress College Campus – 200

WIL = Wilshire Campus (Fullerton)

YL = Yorba Linda Campus-PYLUSD

4175 Fairmont Blvd., Yorba Linda

## CLASS SCHEDULE SUBJECT TO CHANGE

SCE has made every reasonable effort to determine that this class schedule is accurate; however, changes may occur after press time.

**ADMISSION TO CLASSES:** Students are admitted on a first come, first served basis. Students are not permitted to attend classes in which they are not officially enrolled. This means NO petitioning or auditing in a SCE class (ECE classes are an exception). Classes 'filled' may have a 'waiting list' already established for students wanting to attend. Non-Tuition Classes: You must attend first day of class or you may lose your spot!

**CLASS ATTENDANCE / CANCELLATIONS:** Students are expected to attend all classes. If class attendance drops, classes may be cancelled. Non-tuition classes may be discontinued during the trimester if attendance drops. Tuition classes, however, will continue according to schedule once they have started.

**WEEKEND POLICY:** It is the practice that SCE classes do not normally meet on a weekend following a Friday District Holiday or preceding a Monday District Holiday. Instructors should discuss this practice with their students. In the event it appears necessary for a class to be held on such a weekend, this would constitute an exception to the general practice. At that time, the instructor must discuss this need with the program coordinator or dean to ensure site and classroom availability. If approval is obtained from the coordinator or dean, this special arrangement for that weekend class will be communicated, notifying students, instructor, office staff and security. It is intended that this procedure will meet program standards and be of direct benefit to students.

**IN-CLASS REGISTRATION:** You must be present at the first class meeting of any class where in-class registration takes place or you may lose your spot to someone else. A minimum number of students must attend the first class meeting. Non-tuition classes may be discontinued during the trimester if attendance drops. Tuition classes, however, will continue according to schedule once they have started. NOTE: In-class registration is on a "first come, first served" basis, so arrive on time!

**CHILDREN IN CLASS:** No children are to attend adult classes

## BOOKSTORES:

Anaheim Campus (714) 808-4675; Cypress Campus (714) 484-7336; Wilshire (Fullerton) Campus (714) 992-7557

**REGISTRATION LOCATIONS:** No matter where the class is held, students can register at any of the three SCE campuses: Anaheim Campus 2<sup>nd</sup> Floor, Cypress Campus located near Parking Lot 4 in the SCE Cypress 100 Building, and at the Wilshire Campus 300 Building.

**MINOR STUDENTS:** SCE classes are open to those 18 years or older who have been admitted to SCE and are not attending school. Students under 18 who have not graduated from high school may infrequently be permitted to attend under special circumstances. It is advisable to contact the administrator (Dean or Provost) at the site where the class is offered prior to obtaining the required permission letter from the school the minor student is currently attending. If permission to enroll is granted by the Dean or Provost, the minor student may enroll only after the regular registration period so that priority is given to adult students. Children of any age may take Kids' College classes as indicated in the course descriptions.

**PARKING:** A student parking permit is required to park in any of the student parking lots. Permit parking spaces are limited. Remember a parking permit does not always guarantee a parking space. **IF YOU DON'T HAVE A PERMIT, YOU WILL GET A TICKET!** An exception to this policy – DMV disabled person placard holders are allowed to park for free in metered parking spots. Parking in any other spot requires a paid permit. Vehicle permits are \$35 and motorcycle permits are \$20. Daily passes are available for \$2 throughout the campus. Parking permits are refundable prior to first class meetings only and must be returned to receive a refund.

**BUS SERVICE:** OCTD provides service to each of our SCE campuses. For more information, please call (714) 636-7433.



*The North Orange County Community College District's School of Continuing Education Administrative Offices is located at 1830 West Romneya Drive, Anaheim, California 92801. For more information or for a free class schedule call (714) 808-49999 or look us up on the World Wide Web at [www.sce.cc.ca.us](http://www.sce.cc.ca.us). The North Orange County Community College District's School of Continuing Education, in compliance with all applicable federal and state laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex or sexual orientation in any of its policies, procedures or practices. The District is also committed to maintaining campuses that are free of harassment, drugs and alcohol.*